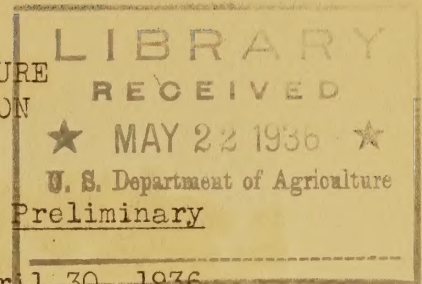


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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION



INSTRUCTIONS TO FIELD WORKERS  
1936 AGRICULTURAL CONSERVATION PROGRAM - NORTHEAST REGION

PART I. PREPARATION OF WORK SHEETS

Section 1. Purpose.--The purpose of the work sheet is to obtain information relative to the farming practices and land use history which will be required in determining amounts of grants.

Section 2. Assistance in Filling Out Work Sheets.--A committee-man or other field worker (or a qualified clerk, if the work sheet is to be filled out in the County Office) will assist the operator or owner in filling out the work sheet. Committeemen, field workers, and clerical assistants should be thoroughly familiar with the details of the program before work sheets are filled out.

Section 3. Number of Copies.--Only one copy of the work sheet will be prepared until adjustments have been completed by the County Committee. The County or State Office will then prepare three additional copies showing the adjusted figures, one for filing in the County Office, one for the State Office, and one for the producer.

Section 4. Fractions.--Fractions of acres should be expressed to the nearest tenth of an acre, fractions in hundredths amounting to five hundredths will be considered as a whole tenth. Yields, ratios, and percentages will be expressed in whole numbers, fractions amounting to five-tenths or less will be dropped and fractions amounting to more than five-tenths will be raised to the next whole number.

Section 5. Land to be Covered by Work Sheet.--Each farming unit (as defined in Bulletin No.1 Revised) will be covered by a single work sheet, except that, in cases where land in any farming unit is owned by two or more different persons (land rented for cash or fixed commodity payment is considered as owned by the tenant), a separate work sheet is to be prepared for each such separately owned tract. Data on the work sheets for such separately-owned tracts may be summarized on one work sheet for the entire farming unit, and the several work sheets may be filed together.

To qualify for payment on any farm in a county, each owner or operator will be required to fill out work sheets for all farm land owned or operated by him in the county.

Any person applying for a grant who owns or operates land in more than one county in a state, may be required to file in the State Office a list of all such land.

1



Section 6. Utilization of Land (Section I of Work Sheet).---Enter in column (D) the acreage of each crop harvested on the farm in 1935. The acreage of any crop covered by a commodity contract with the Agricultural Adjustment Administration is on record at the County or State Office.

The acreage of land devoted to soil-depleting crops in 1935, including such crops interplanted in orchards and vineyards, is to be entered on lines 1 to 14. If any crop harvested in 1935 was followed by another crop harvested in 1935, a circle should be drawn around the acreage figures entered for all but one of such crops, to indicate "double cropping". Acreage from which two or more crops were harvested in 1935 will be counted only once in determining the total crop acreage for the farm. If any soil-depleting crop harvested in 1935 was preceded or followed by a soil-conserving crop, the acreage will be included in determining the total acreage devoted to soil-depleting crops in 1935.

For farms on which tobacco is grown, line 1 is to be filled in in accordance with instructions for the determination of tobacco bases.

Line 2 will include the acreage of all corn harvested for grain, silage, fodder, sweet corn for market or canning, and popcorn.

Enter on line 3 all wheat harvested in 1935, whether grown alone or as a nurse crop.

Line 4 (oats), line 5 (barley), and line 10 (write in grain mixtures, if any), should show the total of the following, in each case:

- (1) Acreage grown alone;
- (2) Acreage grown as a nurse crop for the following crops, and allowed to mature as grain:
  - (a) annual legumes;
  - (b) perennial grasses;
  - (c) mixtures of grasses and legumes where less than 40 percent by weight of the seed was biennial or perennial legumes.

Enter on lines 6 and 7 all rye and buckwheat, respectively, harvested in 1935, whether grown alone or as a nurse crop.

Lines 10 to 13 are to be used for any soil-depleting crops not listed on the work sheet, and also for any soil depleting crops interplanted in orchards and vineyards. Enter the actual acreage of the interplanted soil depleting crop and indicate in parentheses "(orchard)" or "(vineyard)". The total acreage of these interplanted soil-depleting crops should also be entered on line 26(a) and to the left of column (D).

Enter on line 14 the total acreage from which truck and vegetable crops were harvested in 1935.

The total of the entries on lines 1 to 14 is to be entered as line 15.



The acreage of crop land devoted to soil conserving crops in 1935, including crop land in pastures and forest trees planted on crop land since January 1, 1934, is to be entered on lines 16 to 24. Draw a circle around the acreage of any soil conserving crop grown on land from which a soil depleting crop was harvested in 1935 and do not include such acreage in the total on line 27.

The total acreages of tame hay, except new seedings with nurse crops, should be entered on lines 16, 17 and 18. Use lines 19 to 24, as required, to show new seedings in 1935 with oats, barley, or grain mixtures as a nurse crop (except annual legumes, grasses, and mixtures with less than 40 percent of biennial or perennial legumes, where the nurse crop was allowed to mature as grain), and actual acreage of each soil conserving crop interplanted in orchards or vineyards, indicating opposite the name of the crop in parentheses "(orchard)" or "(vineyard)".

Pasture on crop land and forest trees planted on crop land since January 1, 1934 should be entered as soil conserving crops. Idle crop land should be entered on line 25.

Enter on line 26a to the left of column D the total actual acreage of soil depleting and soil conserving crops grown in orchards or vineyards in 1935. Enter on line 26a, column D, the remaining portion of interplanted orchards and vineyards which was not occupied by soil depleting or soil conserving crops in 1935. Enter on line 26b, column D, the acreage of orchard or vineyard not interplanted in 1935. The total of the entries on lines 26a and 26b should equal the total acreage of orchards and vineyards on the farm in 1935.

Enter on line 27 the total of the entries on lines 16 to 26.

The total acreage of crop land (the entry on line 15 plus the entry on line 27) should be entered on line 28. "Crop land" means all farm land which is tillable and from which at least one crop other than wild hay was harvested between January 1, 1930, and January 1, 1936, and all other farm land which is devoted to orchards or vineyards which had not reached bearing age on January 1, 1936.

Enter on line 29 the acreages occupied by buildings, roads, barn lots, lanes, fence rows, etc.

Enter on line 30 the total acreage of woods not pastured (including maple groves, but not trees planted on crop land since January 1, 1934), swamp land from which no hay was harvested in 1935, and all other waste land, should be entered on line 30.

Line 31 should show the acreage of woods (including maple groves) pastured in 1935.

All open pasture on non-crop land whether tillable or not is to be entered on line 32.

Line 33 should show the acreage from which wild or marsh hay was harvested in 1935.



The total acreage of the farm is to be entered on line 34. This must check with the total of the entries on lines 28 to 33.

In column (E) of section I, the field worker, with the assistance of the operator, will enter on each line the acreage for each crop which results after making the adjustments from the figures entered in column (D) in accordance with the following rules:

- a. There shall be added to the 1935 acreage of soil depleting crops the number of "rented", "contracted" or "retired" acres under the 1935 commodity adjustment programs from which no soil depleting crops were harvested in 1935.
- b. Where, because of unusual weather conditions, the acreage of soil depleting crops harvested in 1935 was less than the number of acres of such crops usually harvested on the farm, such acreage shall be increased to the acreage which is comparable to the acreage of such crops harvested on such farm under normal conditions in past years.
- c. Where the 1935 acreage of soil depleting crops for any farm, adjusted, if necessary, as indicated above, is materially greater or less than such acreage on farms in the same community which are similar with respect to size, type of soil, topography, production facilities, and farming practices, such adjustment shall be made as will result in a base acreage for such farm which is equitable as compared with the base acreage for such other similar farms.
- d. In making the foregoing adjustments the acreage of soil depleting crops, other than tobacco, harvested in 1935 from the recommended tobacco soil depleting base shall be deducted from the 1935 acreage of such other soil depleting crops.

Section 7. Principal Soil Depleting Crop (Section II of Work Sheet).---Enter in this section the name of the principal soil depleting crop and the 1934-35 average yield of such crop designated for use in determining the productivity of the farm in accordance with part II hereof.

Section 8. Name, Address and Signature (Section III of Work Sheet).---Enter the name and address of the 1936 operator of the farm. If the operator is the owner, write "same" on the line provided for name of owner, if other than operator. If the operator is not the owner, as defined above, enter the name and address of the owner on the line provided.

Either the owner or operator who gives the information for the work sheet should sign the work sheet on the line provided at the bottom of section III. Signature will not be necessary on the three additional copies prepared after adjustments in the County Office. Signing a work sheet does not place any obligation upon anyone, and work sheets may be accepted without the signature of any producer who objects to signing.



Section 9. Location of Farm (Section IV of Work Sheet).--Enter in the space provided a complete and careful description of the location of the land covered by the work sheet. If this land consists of several separate tracts (under the same ownership), the location of the principal tract should be shown in section IV, and the words "see reverse side" should be written in the margin of section IV, and the location of the other tracts covered by that work sheet should be indicated on the reverse side of the work sheet.

Section 10. Other Farms (Section V of Work Sheet).--Enter in the space provided the number of other farms in the same county which are owned or operated by the owner, and the number of other farms in the same county which are owned or operated by the operator.

Section 11. Base Acreage and Yield (Section VI of Work Sheet).--(Where no tobacco base is established for the farm, "0" (zero) will be entered on line 1; where there is a tobacco base for the farm, refer to instructions on establishing tobacco bases.)

After the work sheets have been listed at the County or State Office, they will be reviewed by the field workers for each community, and such revision made in the adjusted acreage, section I, line 15, column (E) as is required to conform to the instructions in part II hereof. The preliminary revision figure will be entered on line 2, column (A).

After the field workers have completed their review, the County Committee will review each work sheet and enter on line 2, column (C), the base acreage which it determines to be fair and equitable for the farm, in accordance with the instructions in part II hereof.

After approved bases have been entered in column (C), the County or State Office will compute and enter on line 2, column (E), the maximum acreage for which soil conserving payment can be made, 15 percent of column (C); and compute and enter on line 2, column (F), the acreage of soil depleting crops which can be planted if payment is to be made for maximum diversion, column (C) minus column (E).

Section 12. Committee Approval (Section VII of Work Sheet).--The name of the community field worker who assisted the operator in filling out the work sheet should be entered in section VII. When the work sheet has been completed and finally approved, one of the county committee-men reviewing the work sheet should sign for the county committee in the space provided.

Section 13. Division of Farm.--Where two or more work sheets are prepared for land operated as one farm in 1935, the soil depleting base acreage should be divided in the same proportion that the crop land suitable for the production of soil depleting crops in 1936 is divided, unless otherwise agreed upon by the respective operators, County and State Committees and the Executive Officer.



Section 14. Tobacco.--For farms on which tobacco is grown, line 1, columns (B) and (C), of section I, and line 1, in section VI are to be filled out in accordance with instructions for the determination of tobacco bases.

## PART II. ESTABLISHING SOIL DEPLETING BASES, THE PRINCIPAL SOIL DEPLETING CROP AND YIELDS

Section 15. Separate Soil Depleting Bases for Farm.--The total soil depleting base for any farm (provided tobacco is grown on the farm) will be divided into a separate soil depleting base for tobacco, and a general soil depleting base for all other crops. A base yield per acre will also be established for the farm for tobacco and a productivity index will be established for the land in the general soil depleting base, this index to be a percentage of the county average productivity for such land.

Section 16. Tobacco Soil Depleting Base.--The tobacco soil depleting base and base yield shall be determined in accordance with instructions contained herein and in instructions for determination of tobacco bases.

Section 17. General Soil Depleting Bases.--The general soil depleting base (for crops other than tobacco) shall be the acreage of such crops harvested in 1935, subject to adjustment as follows:

- a. There shall be added to the 1935 acreage of soil depleting crops the number of "rented", "contracted" or "retired" acres under the 1935 commodity adjustment programs from which no soil depleting crops were harvested in 1935.
- b. Where, because of unusual weather conditions, the acreage of soil depleting crops harvested in 1935 was less than the number of acres of such crops usually harvested on the farm such acreage shall be increased to the acreage which is comparable to the acreage of such crops harvested on such farm under normal conditions in past years.
- c. Where the 1935 acreage of soil depleting crops for any farm, adjusted, if necessary, as indicated above, is materially greater or less than such acreage on farms in the same community which are similar with respect to size, type of soil, topography, production facilities, and farming practices, such adjustment shall be made as will result in a base acreage for such farm which is equitable as compared with the base acreage for such other similar farms.
- d. In making the foregoing adjustments the acreage of soil depleting crops, other than tobacco, harvested in 1935 from the recommended tobacco soil depleting base shall be deducted from the 1935 acreage of such other soil depleting crops.



- e. For each county, a ratio of the total acreage in soil depleting crops to all farm land, or to all crop land, will be established by the Agricultural Adjustment Administration from available statistics, such ratio to be referred to as the county limit. The ratio of the aggregate of the total soil depleting bases established in a county to all farm land, or to all the crop land, in the farms for which such bases are established shall not exceed the county limit for such county unless a variance therefrom is recommended by the State Committee and approved by the Agricultural Adjustment Administration.

The general soil depleting base, together with the soil depleting base for tobacco, will equal the total soil depleting base established for the farm. If the sum of the separate bases determined as indicated above should exceed the total soil depleting base for the farm, the separate bases shall be adjusted pro rata to eliminate the excess.

Section 18. Principal Soil Depleting Crop and Yield.---The productivity of the land in the general soil depleting base (crops other than tobacco) will be determined as follows:

The County Committee, subject to the approval of the State Committee, will designate the principal soil depleting crop in each county or designated parts of such county and will designate two alternate principal crops. The 1934-1935 average yield per acre for the farm of the designated principal crop compared to the weighted average yield of such crop for the county will be used, whenever practicable, as a measure of the productivity of the land for all crops in the general soil depleting base. If it is not practicable to use the designated major crop in determining the productivity for any farm, one of the alternate crops may be used for such farm, or, if the County Committee determines that the productivity of any farm is not accurately measured by the yield of any one of the three designated crops, the Committee will designate such other crop as it determines will most accurately measure the productivity of the land for all crops in the general soil depleting base of such farm.

The ratio of the 1934-35 average yield per acre of the designated principal crop for the farm to the average yield per acre of the same crop for all farms for which work sheets have been prepared in the county will be used as the productivity index or measure of productivity for the farm: Provided, however, That if the County Committee determines that such ratio is not representative of the productivity for the farm as compared to other farms in the county having similar soils, the ratio shall be adjusted so as to be equitable as compared to such other farms in the county, and Provided further, That the average of the productivity indices for all farms in the county, weighted by the respective general soil depleting bases for such farms, shall not exceed 100 unless a variance from such ratio is recommended by the State Committee and approved by the Agricultural Adjustment Administration.

The rate per acre of soil conserving payment for any farm for diversion of land from the general soil depleting base will be determined by multiplying the county average rate per acre for such payment by the productivity index for the individual farm.



